

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">Reissue</p>		<b>広報番号：</b> Announcement No.	<b>CFAY-500-03-09(R)</b>	
		<b>募集締切日：</b> Closing Date	<b>27 Jul 09</b>	
		<b>発行日：</b> Date of Issue	<b>7 Jul 09</b>	
<b>1.職種名 Job title ( 等級 Grade <u>5</u> / 語学等級 LAD <u>3</u> )</b>  <div style="text-align: center;"> <b>Housing Manager, #357</b>  <b>(住宅管理職)</b>          受諾可能な下位等級 Acceptable trainee level: 1-4       </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input checked="" type="checkbox"/> 事務系 Administrative</span> <span><input type="checkbox"/> 技能系 Blue Collar Trade</span> <span><input type="checkbox"/> 保安系 Security</span> <span><input type="checkbox"/> 医療系 Medical</span> </div>		<b>募集人数</b> No. of Recruitment  <div style="text-align: center; font-size: 1.5em;">1 名</div>	<b>4.募集範囲</b> Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant	
<b>2.部隊</b> Activity Commander Fleet Activities Yokosuka Housing Department Personnel Support Division, Counselor Branch <b>勤務場所</b> Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <span style="float: right;"><input type="checkbox"/> HPT</span> <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( <u>  </u> カ月 Months )  <div style="color: red; text-align: center; font-weight: bold;">         **Those who applied for CFAY-500-03-09 need not to re-apply.       </div>		
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww ) 勤務日 Work Days: Monday-Friday 勤務時間・休憩 Work Hours/Recess Period: 0745-1630/1145-1230 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
<b>6.職務内容</b> Duties  <div style="text-align: center;">SEE ATTACHED TASK LIST.</div>				
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. b. Knowledge and understanding of the concepts and principles of housing regulations, policies, standards, procedures and requirements established by Japanese laws and U.S. Forces, DoD directives, U.S. Navy Housing Policy and Regulations. c. Knowledge of policies, regulations and procedures governing maintenance and habitability inspections of housing units and housing support facilities. d. Knowledge of customer service concepts and practices. e. Skill in operating office automation software such as Microsoft Office (Word, Excel, Front Page, Access, PowerPoint, and Outlook). f. Ability to speak, read and write English at fluent proficiency level (LAD-3). g. Ability to speak, read and write Japanese at native language level.  *Handicapped applicants may be accepted, depending on the degree and kind of disability.				
<b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>				
<b>学歴</b> Educational Background : N/A		<b>免許証／修了証</b> License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		
<b>9. 応募書類提出先 Office to Submit</b>  内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.):  （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.  <b>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:</b> 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 ban chi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132)  <b>2. 外部（非従業員）提出先 Off Base Applicants must submit to:</b> 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
<b>10. 事務処理欄 For Official Use</b>		
募集部隊担当者 Activity POC : CFAY Code420		軍電 (DSN) 243-8148/8143
PD No.: CFAY-533-002	PD is accurate and current. <b>Certified by Activity: mm4/29</b>	HRO: (rcvd: 5/1) jt 6/1 (rcvd: 7/1) jt 7/2

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
 提出された応募書類はお返ししません Submitted applications will not be returned.

### Housing Manager Task List

Performs work involved in the administration and control of government on-post quarters. Typical duties include: (1) reviewing applications for housing and making recommendations for assignment of quarters as determined by rank, grade, service, size of family and other predetermined priority systems; (2) providing information concerning local available housekeeping and personal services and arranging for prospective occupants to inspect government quarters; and (3) preparing and processing a variety of action and record documents to effect assignment of public quarters.

Through contacts with Japanese landlords and agents, obtains information regarding location and availability of private rental housing. Provides availability and procedural information to families who wish to occupy private rental housing. Provides information regarding furniture repair and other services to occupants of private rentals.

Responsible for coordinating all furniture issue, deliveries, returns and exchanges of government furniture and equipment to public quarters. Coordinates the issue and return of government furniture to and from private rentals.

Provides necessary liaison with other departments for inspecting and maintaining government quarters, furniture and equipment. Initiates procurement of routine replacement of minor items of furnishings, and laundry and dry cleaning services.

Studies and serves as a source of information for the Housing Officer on housing policies, procedures, regulations and authorized practices.

Performs other related or incidental duties as assigned.